

YOUR LETTERHEAD MUST INCLUDE NAME, ADDRESS AND PHONE NUMBER

VACANT STOREFRONT ANNUAL COMPLIANCE REPORT

[Date]

Code Enforcement Section
City and County of San Francisco
Department of Building Inspection
49 South Van Ness Avenue, Suite 400
San Francisco CA 94103-1226

This is to confirm that vacant storefront exterior and interior has been maintained, as specified in sections 103A.4.5.1 and 103A.4.5.2.

Below is a list of all items observed:



103A.4.5.1 Maintenance of property – exterior.

- (1) Maintenance of landscaping and plant materials in good condition;
(2) Regular removal of all exterior trash, debris, and graffiti;
(3) Maintenance of the exterior of the building in a good condition that is structurally safe and preserves the physical integrity of the structure, including but not limited to paint and finishes, foundation, roof, chimneys, flues, gutters, downspouts, scuppers, flashing, skylights, windows, exterior stairs and decks;
(4) Prevention of criminal activity on the premises and trespass by unauthorized persons; and
(5) Turning off all utilities that are not necessary for the upkeep and maintenance of the building.

103A.4.5.2 Maintenance of property – interior. The property owner shall preserve the interior of the building from damage by the elements or plumbing leaks, and keep it free from accumulation of garbage and other debris, and from infestation by rodents, insects, or other pests

Sincerely,

(Name and Signature) (Date)

Title [Engineer, Architect, Contractor, Licensed Consultant,]

License/Certificate No. \_\_\_\_\_

Address & Phone Number \_\_\_\_\_

Note: If repairs will be required per licensed professional report, a building, plumbing or electrical permit may be required. Inspection services should be contacted at 628-652-3450 to verify if a permit will be required.